

ACTION BY: Regional Directors
Special Nutrition Programs

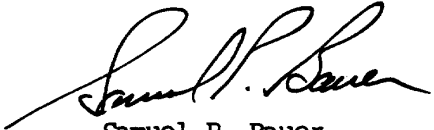
SOURCE CITATION: Section 245.6(c)

Households That Do Not Apply
for Free and Reduced Price Meals

Local school food authority officials have the option of completing an application for free and reduced price benefits for a child known to be needy and for whom an application has not been submitted. This option may be exercised at any time during the school year.

When performing this service, the determining official must simply complete and file an application on behalf of the needy child based on the best household size and income information available. The source of the information must be noted. Names and social security numbers of all adult household members and signature of a household member need not be secured. The household must be notified of the eligibility determination. Applications that have been completed and filed by the determining official may be excluded from the universe of applications subject to verification.

This option is intended for use in pricing programs on an individual household basis and is not intended to replace the application process for large numbers of families or groups of children. Categorical certification is prohibited in any form. The application process for nonpricing programs is addressed under FNS Instruction 782-13.



Samuel P. Bauer
Director
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DISTRIBUTION: 5, 6, 12	MANUAL MAINTENANCE INSTRUCTIONS: Remove FNS Instruction 765-2 from Manual. Insert this Instruction.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CND-100	3-19-86
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